

## Section 8:

# Class Roster

## Overview

The Class Roster page allows you to manage class rosters in various ways. The Class Roster page (see *below*) has three sections:

- **Manage** – Use to open, view, and edit existing classes.
- **Create** – Use to create new classes.
- **Student Profile** – Use to view student profiles.

Riverdeep LMS 4 Hi, Sterling Teacher ABOUT ? HELP ? HOME

MANAGE CREATE STUDENT PROFILE Class Roster

Choose Class DELETE CLASS PRINT CLASS ROSTER SAVE

Select Class: Afternoon Kindergarten

Class Name: Afternoon Kindergarten


Grade: K Total Students: 3

Grade	First Name	Last Name	Username	Password
PRE K	George	Gordon	Simple student	
K	Kevin	Morris	Simple student	
K	Dorothy	Smith	dsmith	dsmith


EDIT STUDENTS

GO: 1 of 1 pages << prev next >>


## Edit a class name and grade

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Edit the class name in the Class Name text box.
5. Select the required grade from the Grade drop-down list.
6. Click the Save button .


## Print a class roster

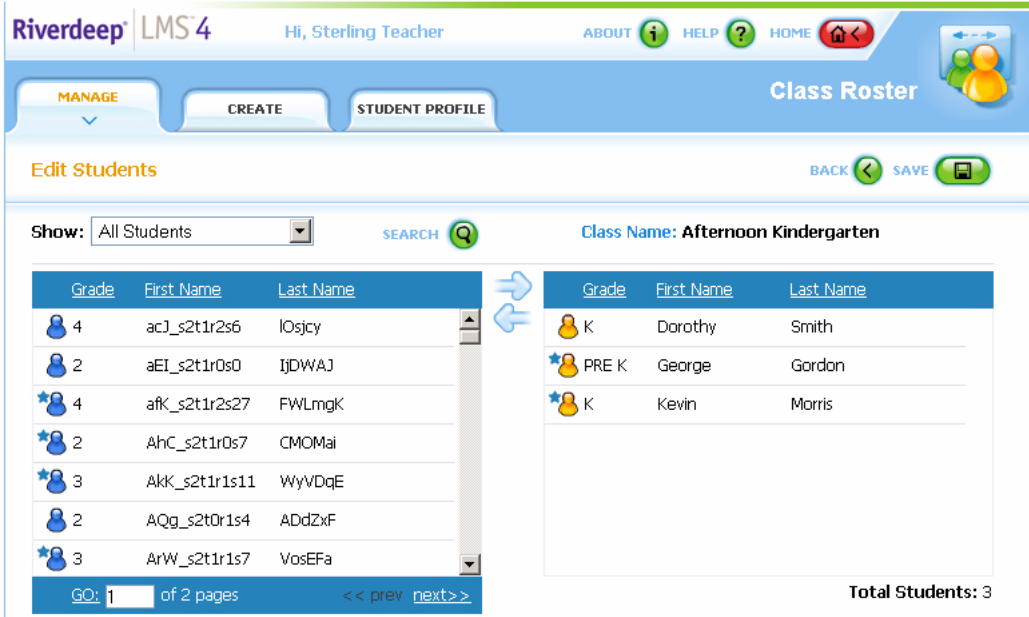
1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Print Class Roster button .

## Delete a class

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Delete Class button .
5. Click **Yes** to confirm deletion or **No** to cancel.

## Add/remove a student to/from your class

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Manage tab.
3. Select the required class from the Select Class drop-down list.
4. Click the Edit Students button .



The screenshot shows the Riverdeep LMS4 interface. At the top, it says "Hi, Sterling Teacher" and has navigation links for ABOUT, HELP, and HOME. Below this is a "Class Roster" section with tabs for MANAGE, CREATE, and STUDENT PROFILE. The "Edit Students" button is highlighted. Below the tabs, there's a "Show:" dropdown set to "All Students" and a "SEARCH" button. The "Class Name:" is set to "Afternoon Kindergarten".




Grade	First Name	Last Name
4	acJ_s2t1r2s6	IOsjcy
2	aEI_s2t1r0s0	IjDWAJ
4	afK_s2t1r2s27	FWLmgK
2	AhC_s2t1r0s7	CMOMai
3	AkK_s2t1r1s11	WyVDqE
2	AQg_s2t0r1s4	ADdZxF
3	ArW_s2t1r1s7	VosEFa

On the right, there's a list of students in the class:

Grade	First Name	Last Name
K	Dorothy	Smith
PRE K	George	Gordon
K	Kevin	Morris

At the bottom, it says "GO: 1 of 2 pages" and "Total Students: 3".

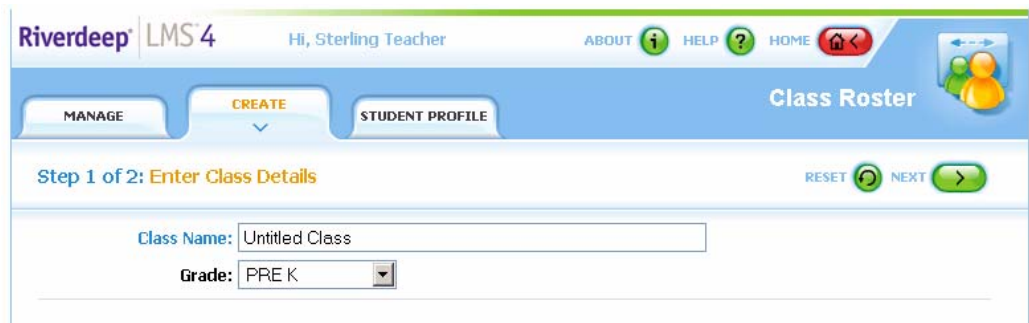
## Section 8: Class Roster

5. On the Edit Students page on the right there is a list of students in the selected class and a list of all other students on the left.
6. In the list on the left select the students you want to add to the class. They are highlighted with gray as you click them. Then click the right-pointing arrow .
7. In the list on the right select the students you want to remove from the class. They are highlighted with gray as you click them. Then click the left-pointing arrow .
8. Click the Save button . Click **OK**.


## Create a new class



A class can be a full class roster of students, or it can be a few students grouped by ability or interest.

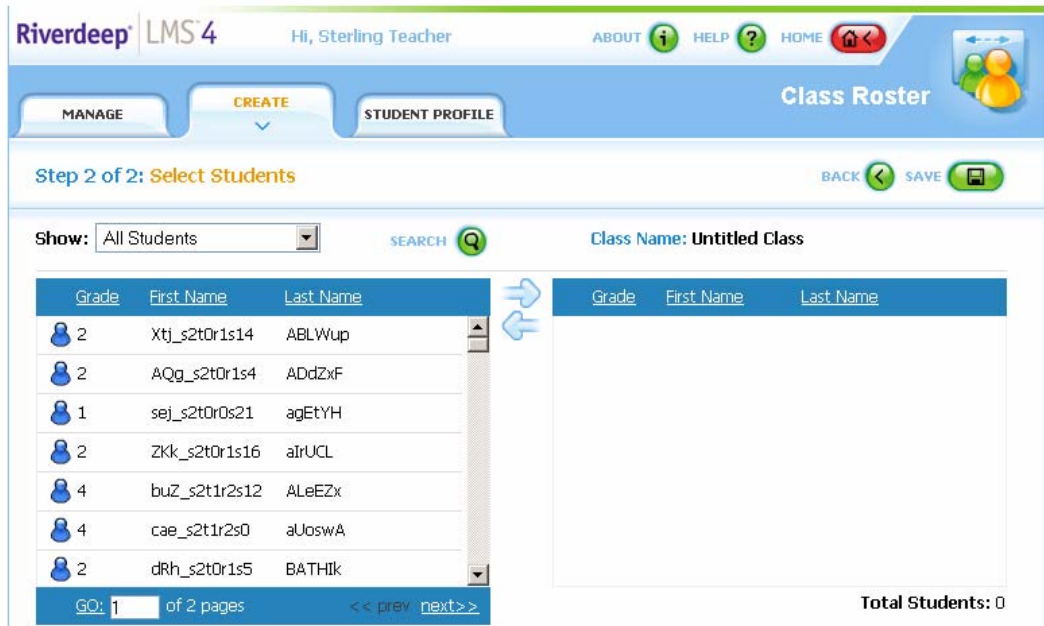
1. Click the Class Roster button on the Home page navigation bar.
2. Select the Create tab.



The screenshot shows the Riverdeep LMS 4 interface. At the top, there's a navigation bar with 'Riverdeep LMS 4', 'Hi, Sterling Teacher', and links for 'ABOUT', 'HELP', and 'HOME'. Below this is a 'Class Roster' section with three tabs: 'MANAGE', 'CREATE' (which is selected and highlighted in blue), and 'STUDENT PROFILE'. Under the 'CREATE' tab, it says 'Step 1 of 2: Enter Class Details'. There are 'RESET' and 'NEXT' buttons. The main form area has a 'Class Name' text box containing 'Untitled Class' and a 'Grade' drop-down menu currently set to 'PRE K'.

3. Specify the class name in the Class Name text box and select the grade from the Grade drop-down list.
4. Click the Next button .

5. In the list on the left select the students you want to add to the class. They are highlighted with gray as you click them. Then click the right-pointing arrow  to add them to the class. To remove students from the class select them in the list on the right and click the left-pointing arrow .



Riverdeep LMS 4 Hi, Sterling Teacher ABOUT ? HELP ? HOME <

MANAGE CREATE STUDENT PROFILE Class Roster


Step 2 of 2: Select Students BACK SAVE

Show: All Students SEARCH Class Name: Untitled Class

Grade	First Name	Last Name
2	Xtj_s2t0r1s14	ABLWup
2	AQg_s2t0r1s4	ADdZxF
1	sej_s2t0r0s21	agEtYH
2	ZKk_s2t0r1s16	aIrUCL
4	buZ_s2t1r2s12	ALeEZx
4	cae_s2t1r2s0	aUoswA
2	dRh_s2t0r1s5	BATHik

GO: 1 of 2 pages << prev next >>

Total Students: 0

6. Click the Save button .
7. Then click **Yes** to create another class or **No** to go to the Manage section.




The class has been saved. Do you want to create another class? YES NO


## View and edit a student's profile

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile tab.

The screenshot shows the Riverdeep LMS 4 interface. At the top, there's a header with "Riverdeep LMS 4", a greeting "Hi, Sterling Teacher", and navigation links: "ABOUT", "HELP", "HOME", and a "Class Roster" button. Below the header, there are three tabs: "MANAGE", "CREATE", and "STUDENT PROFILE" (which is selected). The "STUDENT PROFILE" tab has a dropdown arrow. Below the tabs, there's a "Choose Student" section with a "SEARCH" button and "PRINT DETAILS" and "SAVE" buttons. The "Show:" dropdown is set to "My Students" and the "Select Student:" dropdown is set to "Dorothy Smith". The profile form contains the following fields: "Username" (dsmith), "First Name" (Dorothy), "Middle Name" (empty), "Last Name" (Smith), "School Name" (Blue School in DC), "Grade" (K), "User Type" (Student - Standard Menu), "Password" (masked with asterisks), "Confirm Password" (masked with asterisks), and "Student ID" (12343). There are links for "(Enter new password)" and "(Re-enter new password to confirm)". A note at the bottom says "(\* required fields)".

3. Select the student whose profile you want to view from the Select Student drop-down list.
4. Select the required grade in the Grade drop-down list.
5. Select the student type in the User Type drop-down list.
6. Depending on the user type the student may or may not have Password text boxes. If the student is a Standard Menu student you can specify his/her password in the Password text box.
7. Click the Save button  to apply the changes.
8. Click **OK**.

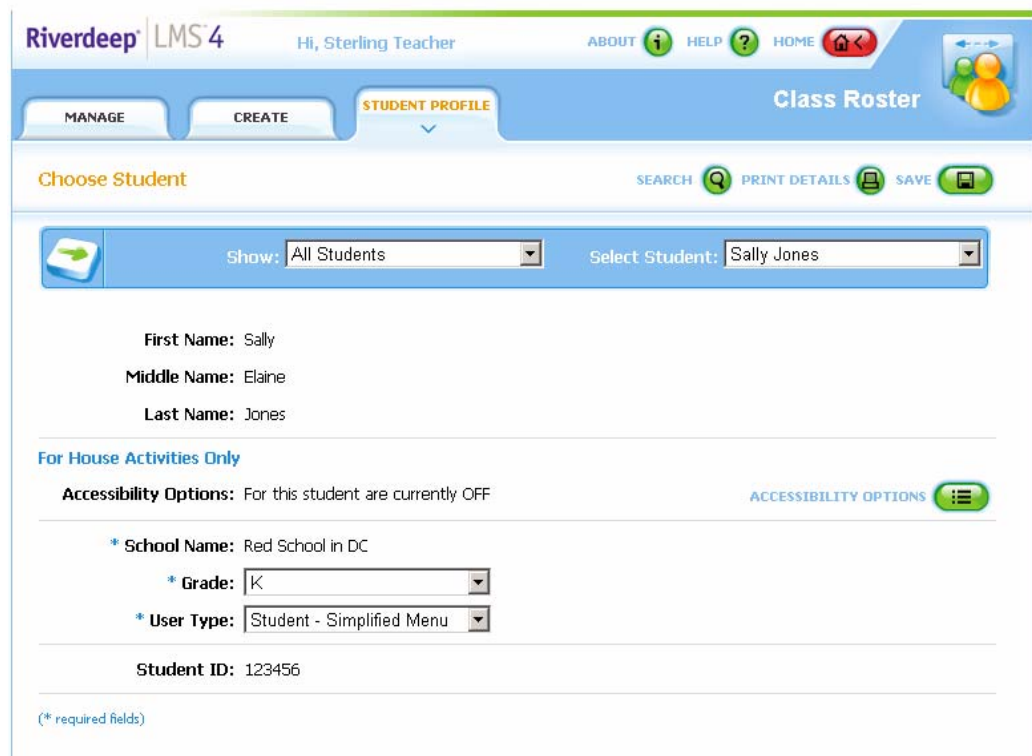
## Print a student profile

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile tab.
3. Select the required student from the Select Student drop-down list.
4. Click the Print Details button .

## Change student accessibility settings for Edmark House Series content

**Note:** This feature applies only to users with the Edmark House Series installed.

1. Click the Class Roster button on the Home page navigation bar.
2. Select the Student Profile Tab.



Riverdeep LMS 4 Hi, Sterling Teacher ABOUT ? HELP ? HOME

MANAGE CREATE **STUDENT PROFILE** Class Roster

Choose Student SEARCH PRINT DETAILS SAVE

Show: All Students Select Student: Sally Jones

First Name: Sally  
Middle Name: Elaine  
Last Name: Jones

**For House Activities Only**

Accessibility Options: For this student are currently OFF ACCESSIBILITY OPTIONS

\* School Name: Red School in DC  
\* Grade: K  
\* User Type: Student - Simplified Menu


Student ID: 123456

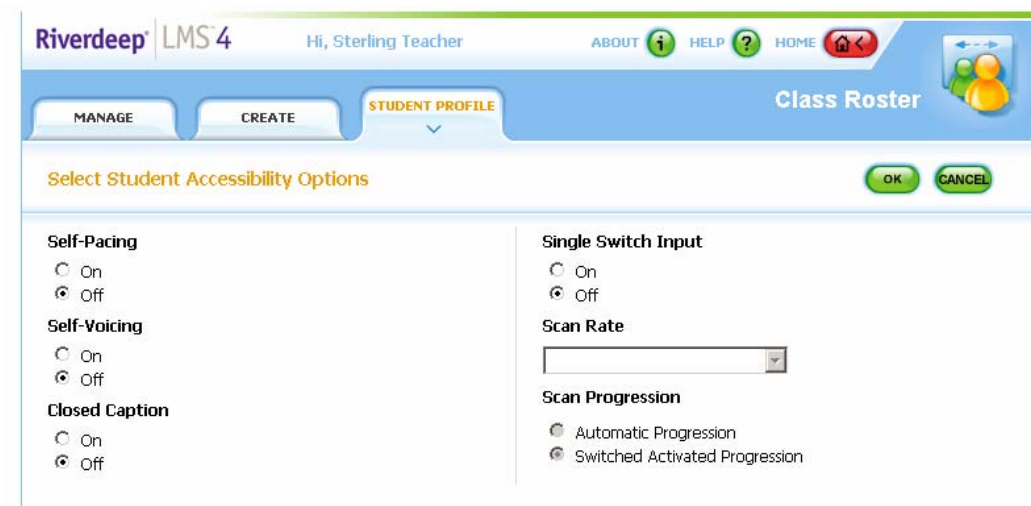
(\* required fields)

**Note:** When any accessibility option is turned on the Accessibility Options will read: "One or more Accessibility Options for this student are currently ON."

3. Select the required Student from the Select Student drop-down list.

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- Click the Accessibility Options button  to open the Select Student Accessibility Options page.



Riverdeep LMS 4 Hi, Sterling Teacher ABOUT ? HELP ? HOME <

MANAGE CREATE STUDENT PROFILE

Class Roster

Select Student Accessibility Options OK CANCEL

**Self-Pacing**

☐ On

☒ Off

**Self-Voicing**

☐ On

☒ Off

**Closed Caption**

☐ On

☒ Off

**Single Switch Input**

☐ On

☒ Off

**Scan Rate**

**Scan Progression**

☐ Automatic Progression

☒ Switched Activated Progression

- Make the necessary changes for the user. To change the Scan Rate or the Scan Progression, the Single Switch Input must be turned on.
- Clicking **OK** does not save the changes permanently. To save the changes click **SAVE** on the Student Profile page after exiting this page.
- CANCEL** returns the user's options to the last one saved and returns back to the Student Profile page.